

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 23 February 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 8
15 - 20 February 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Overseas Training Support

25X1

2. Reproduction and Printing

a. A total of fifty copies of the CIA/Armed Forces Reserve Training Materials--Nature of E&E Operations (Instructor's Guide) was reproduced and collated by E&R/ISB. Five hundred copies of E&E (Section II) instruction materials will be reproduced and collated by E&R/ISB; deadline date, 24 February.

3. Bibliographies and Research

a. A listing of the OTR Library serial holdings (periodicals, newspapers, etc.) both classified and unclassified, is currently being organized; listings will be divided by subject categories and area breakdown and will include an alphabetical list. Such a listing will provide the instructors and staff of OTR with the opportunity to review their present needs and provide a necessary reference list of materials used by OTR.

25X1

~~SECRET~~

~~SECRET~~

4. Chief/ISB, Chief/Library Section/ISB and [REDACTED] Branch Two Library/OCR (located in Alcott Hall) discussed the problem of the HRAF (Human Relations Area Files). Branch Two is faced with the problem of disposing of these files because of lack of space and personnel.

25X1

5. Attendance at the Language Film Program

16 February	Russian	8
21 February	French	0

6. Training Aids Completed during the Week

- a. BS/Operations Support Course. Layout and artwork for 1 chart; processed through Reproduction/LO for 200 copies.
- b. Basic and Ops Schools. Miscellaneous cards: total--2; card holders (wood): total--4.
- c. Language School. Design and artwork of 1 poster; processed through Repro/LO, 100 copies.
- d. BS/Clerical Training. Processed a total of 2 Vu-Graph transparencies, 8" x 10"; plus 100 copies each.
- e. IS/World Communism. Artwork and design of 1 training chart.

7. Personnel

[REDACTED]

25X1

~~SECRET~~